

## Frequently Asked Questions

**Q. I don't have access to a .mil account, can I still sponsor someone on base?**

A. Yes, however, the sponsor must be present with the visitor at the time the pass is issued at the Visitor Control Center or Main Gate if VCC is closed.

**Q. I don't have access to a .mil account and I won't be available at the time of my guests arrival, can I still sponsor them?**

A. No, without access to a .mil account the sponsor must be present with the visitor at the time the pass is issued.

**Q. Who can sponsor visitors on the installation?**

A. DoD CAC holders, military retirees, active duty military and retiree dependents, reservists in active duty status, and those designated by authorization letters. Additionally, all sponsors must be registered in DBIDS.

**Q. What is the vetting process for access?**

A. All personnel must go through a series of background checks with a favorable suitability determination prior to access approval.

**Q. Will I find out if someone I sponsored is not allowed on the installation?**

A. Yes. However, due to privacy concerns exact reasons cannot be divulged to the sponsor. Only the person in question can be given this information.

**Q. What if one of my visitors does not want to give me his/her information?**

Persons not wishing to release their information will not be cleared in advance and must process through the Visitor Center during business hours to be vetted in person.

**Q. It's less than 10 days away from my Special Event, what do I do now?**

Depending on the number of guests, there are several options available to you. However, these options might not be as convenient for you or your guests. Contact Visitor Center personnel to discuss your options and determine how they may be able to accommodate your request.

## Visitor Center

**JBSA-RND Visitor Control Center  
(Main Entrance)**

**Monday-Saturday 0700-1800  
Sunday - Closed**

**Family Days & Federal Holidays - Closed**



**902d Security Forces Squadron  
ATTN: Visitor Control Center  
1 Harmon Drive Bldg. 1032  
JBSA-RND, Texas 78150**

**Phone: (210) 652-3939 for Base  
Information;  
Option #1 for Visitor Information;  
Then Option #2 for VCC Staff  
DSN-487-2838  
902SFS.VRC@us.af.mil**

**902d Security Forces  
Squadron  
925 3<sup>rd</sup> Street West, Building 235  
JBSA-RND, Texas 78150**



## Special Events



**Joint Base San Antonio**



**Randolph**



## Access Procedures

## Procedures

Sponsors of Special Events with 6 or more guests, require an Entry Authority List (EAL). Groups with 5 or less guests must use the regular pass process. Authorized sponsors hosting a "Special Event" on JBSA Randolph will be required to submit an EAL request for all guests not affiliated with DoD. (Special Events include, but are not limited to birthdays, weddings, funerals, ceremonies and personal gatherings.) The EAL Request Form is available on JBSA website or at the VCC.

All DoD CAC and ID holders must be registered in DBIDS in order to sponsor Special Events. DoD requires all installations to conduct a vetting process to determine fitness and eligibility for access.

Here's how it's done:

Sponsors sending visitor request information via a ".mil" account, must digitally sign and encrypt the email for the protection of the visitors information. Requests must be submitted in the proper EAL format (see example). Handwritten lists are not accepted. VCC personnel will conduct vetting procedures and notify the sponsor of results. Guests found to have unfavorable information during the vetting process will be denied access. VCC will provide further instructions.

All requests must be submitted no later than 10 days prior to the Special Event. You should receive a receipt confirmation within 72 hours. If you do not, contact the VCC staff to confirm your request is being processed.

The guest list must contain the following information for each guest over 18 years of age not possessing a valid DoD access credential.

- \* Official Name as it appears on ID: (Last, First, MI)
- \* Date of Birth (DOB)
- \* Driver's License number and State of Issue (SSN or acceptable ID proofing identifier)
- \* For minors under the age of 18, only name and DOB are required, unless the minor is a licensed driver.

If a guest is a non-U.S. citizen, access must be pre-approved by the 502 ABW Foreign Visitor Control Office (502 ABW/VFV). Provide the information in person at the Visitor Control Center. However, requests must be submitted 10 days in advance to 502 ABW/VFV and cannot be processed on a walk in basis, resulting in delayed entry.

## Access Control

Whether holding a "Special Event" or having guests staying on base for an extended period, the following format will be utilized for all EAL requests:

902d Security Forces Squadron  
Installation Entry Authority List (EAL) Request

REQUEST MUST BE TURNED IN TO THE VISITOR CONTROL CENTER  
NO LATER THAN 10 DAYS PRIOR TO THE EVENT

Sponsor Please Complete Below

Event Title: \_\_\_\_\_

EAL Start/End Time: \_\_\_\_\_ EAL Expiration Date/Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Sponsor Email/Name/Title/Late 4 SSN: \_\_\_\_\_

Sponsor's Duty Phone #: \_\_\_\_\_ Contact # During Event: \_\_\_\_\_

EAL REQUIREMENTS:

- The sponsor of the event must be an authorized ID card holder and registered in DBIDS for JBSA Randolph. This form must be submitted by the sponsor, along with a valid guest list (handwritten lists will not be accepted). The list must contain a minimum number of guests to be present at the event. Do not include visitors' DOB (SSN) numbers on the list. List all non-military and non-DoD ID card holders in addition to military personnel. Military personnel must include name and date of birth. Driver's license info is not required for minors.
- The guest list must contain the following information for each guest in attendance:
  - Name (Last, First, MI) (Do not abbreviate on Entry's License; State ID Card/Passport)
  - Date of Birth (DOB) (DD/MM/YYYY)
  - Driver's License # (or State Identification #) to include State of Issue, Passport # or Country of Issue
- If a person does not submit a DL, # or ID#, then they must enter in the Visitor Control Center (Main Gate) if the Visitor Center is closed with a sponsor for vetting prior to receiving a pass. An individual must be sponsored by government email only if the Visitor Center is open. Otherwise, the sponsor must meet the guest in person.

Cover Sheet (above) and spreadsheet (below) work in conjunction to form an official request.

1	2	3	4
Name (Last, First, MI)	Date of Birth (Do not include minors)	Driver's License/State ID/Passport # (N/A for minors)	State or Country of Issue for Passport or ID

The approved list will be provided to the Main Gate for verification of guests. Guests accessing the base via an EAL must enter through the Main Gate and present valid picture ID (i.e. Driver's License) to the entry controller.

## Acceptable Proofing Documents

- United States Passport
- Permanent Resident Card/Alien Registration Receipt Card (Form I-551)
- Foreign Passport with a temporary (I-551) stamp or temporary (I-551) printed notation on a machine-readable immigrant visa
- An employment authorization document that contains a photograph (Form I-766)
- Current/Valid Driver's License.
- Identification card issued by Federal, State or local Government Agencies

- U.S. Coast Guard Merchant Mariner Legacy Cards
- U.S. Coast Guard New Merchant Mariner Credential
- Approved Department of Defense (DoD) Privilege

## Definitions

**Debarment.** An Installation Commander may deny an individual access for involvement in the commission of a criminal offense, when access is inconsistent with the interests of national security, when personal conduct reflects negatively on the image of the US overseas, or when access adversely affects the health, safety, or morale of personnel on that installation.

**Escort Authority.** Escort authority allows an individual, with an authorized form of identification that certifies they have been successfully identity proofed and favorably vetted per AFI 31-113, to vouch for vehicle occupants, or pedestrians if walking, and escort personnel onto an installation without identity proofing or vetting them.

**Escorted Individuals.** Personnel who require access, without determination of fitness, who must be accompanied by a sponsor with authorization to escort the individual. The escort requirement is mandated for the duration of the individual's visitation period. Non-DOD Foreign visitors must be vetted and issued an access credential prior to entry.

**Fitness.** Level of character and conduct determined necessary for the basis of access control decisions.

**Identity proofing.** The process of providing sufficient information (e.g., identity history, credentials, documents) when attempting to establish an identity.

**Sponsor.** The person affiliated to a DoD or other Federal agency who takes responsibility for verifying and authorizing the applicant's need for an identification card.

**Sponsorship.** Allows approved individuals affiliated with the DoD to take responsibility for verifying and authorizing an applicant's need for a locally produced identification credential to facilitate unescorted access to an installation.

**Unescorted Individuals.** Personnel who have been identity proofed and favorably vetted are eligible for unescorted access within the installation; but are, however, still subject to any controlled or restricted area limitations, as appropriate.